

**Office of Fair Housing and Equity  
Human Rights Commission  
Intern Description**

The Human Rights Commission (HRC) was created to ensure that all persons are treated fairly and equally regardless of religious creed, race, color, sex, gender identity or expression, age, disability, national origin, ex-offender status, prior psychiatric treatment, sexual orientation, military status, marital status or parental status, and any other protected category of persons.

**Duties and responsibilities**

- > Assist the Deputy Director in establishing the Human Rights Commission
- > Assist the Deputy Director in the development of HRC agendas, meeting minutes, and HRC business related research and documents.
- > Work in a confidential capacity with to develop HRC priorities and special initiatives.
- > Assist in FHE events, collaborative program efforts, and other duties as assigned
- > Other duties to be determined.

**What you will learn**

- > How to organize and facilitate a collaborative process across multiple sectors
- > Public speaking, advanced presentation and facilitation skills
- > Working in a confidential capacity with City Of Boston Commissioners and Employees

**What we require**

- > Background government, non-profit management, macro social work, public health or other related discipline.
- > Strong communication skills.
- > Proficient and or expert in Microsoft Office Suite.
- > Organized, with an ability to prioritize time-sensitive assignments.
- > Creative and Flexible.
- > Strong interest in human rights, social justice, and moving towards equitable outcomes for all Boston residents
- > Must be able to work a minimum of 14 hours per week for no less than 3 months
- > Commitment of no less than 3 months
- > Interest in local city government.
- > candidates must provide a cover letter and resume including:
  - o The placement title you are applying for
  - o What skills and or knowledge you hope to gain from a placement opportunity with FHE.
  - o Include the hours per week and start and end dates you can commit to
  - o Interns, must provide the information of the school they are affiliated with and if they are pursuing this opportunity as a for credit internship.

**Details**

The above internship opportunity is unpaid. Please submit cover letter and resume to:

[keith.williams@boston.gov](mailto:keith.williams@boston.gov)